

Job Position Available – City of Locust Grove

The City of Locust Grove seeks all qualified individuals for the following position: Water Meter Technician. This position is responsible for on-site inspections, gather data, and most installation of commercial and residential water meters in the City including the investigation of usage problems and potential violations. Pay Grade of 54. Applications are available at City Hall, located at 3644 Highway 42, Locust Grove, GA 30248 from 8:30 AM to 4:30 PM Monday – Friday and will be accepted now until the close of business on Wednesday, December 31, 2014. A resume may accompany the required job application. Job description with pay scale will be made available at City Hall and online at www.locustgrove-ga.gov. The City of Locust Grove is an equal opportunity employer and a drug-free workplace. All applicants must satisfy all GA Law on Immigration status to be eligible for employment.

Job Title: Water Meter Technician

Job Summary: This position is skilled work in the testing, repair, replacement and adjustment of water meters and backflow prevention devices.

Major Duties:

- Reads water meters on assigned route; records findings; maintains records of meters read; reports meters not accessible for reading; determines consistency of meter readings; reports unusual conditions to the Supervisor of Technical Services;
- Performs special readings as required; assists in read-ons and read-offs for people moving in and out of the system;
- Installs new and replacement meters; replaces meter boxes and lids; replaces broken meter heads; landscapes around meters; cleans meters; assists in building water meters; ensures that meters and visible plumbing are correctly installed and functioning properly; reports defects to superior;
- Operates hand-held computers for meter reading; uses a variety of hand tools such as wrenches, screwdrivers, and shovels;
- Changes defective registers; repairs leaking meters on site; picks up and disposes of litter; landscapes around meters;
- Assists in weekend duty requirements;
- Responds to and participates in emergency calls;
- Operates City vehicles in the performance of duties or to attend training programs;
- Responds to citizens' complaints; discontinues services for delinquent accounts;
- Disassembles, inspects, cleans mechanism, repairs or replaces worn or defective parts and assembles several sizes and types of water meters and backflow prevention devices;
- Adjusts meters to a close degree of accuracy;
- Tests meters at different flow rates according to American Water Works specifications;
- Cleans and maintains meter shop equipment;

- Operates testing trailer for some field tests;
- Replaces meters in the field;
- Obtains repair parts and keeps records;
- Perform other related duties as required.

Knowledge Required by the Position:

- Knowledge of the methods and procedures in reading meters and recording utilities consumption;
- Knowledge of the geography of the City including major streets and landmarks;
- Skill in the use of the mechanical equipment and tools used in reading and repairing meters;
- Skill in repairing water meters;
- Knowledge of methods, materials, tools and equipment used in water meter repair and the testing of backflow prevention devices;
- Skill in the use of computerized scheduling and maintenance tracking programs;
- Skill in the use of hand tools involved in the repair and adjustment of water meters and backflow prevention devices;
- Skill with repairing and assembling mechanical devices;
- Ability to test water meters and adjust them to a close degree of accuracy;
- Ability to make simple arithmetical computations rapidly and accurately;
- Ability to travel to various sites within the City;
- Ability to follow complex written or verbal instructions and procedures;
- Ability to work irregular hours, shifts and weekends;
- Ability to work outdoors in any weather condition;
- Ability to work alone or in close proximity to others.
- Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner;
- Ability to walk all day;
- Ability to work in a variety of extreme weather conditions for extended periods of time;
- Be available and able to respond seven days a week, 24 hours a day for system emergencies as needed.

Supervisory Controls: Maintenance Supervisor assigns work in terms of general instructions.

Guidelines: Guidelines include City codes, building codes, City personnel regulations, and established practices. These guidelines are clear and specific, but may require some interpretation in application.

Complexity: The work consists of a variety of building and facility maintenance duties.

Scope and Effect: Independently performs work of a recurring and regular nature in accordance with established and well-known policies, procedures, and practices. Progress of work is checked and instruction is provided on accomplishing work involving unusual

problems or the use of unfamiliar equipment.

Personal Contacts: Contacts are typically with police department and other City employees.

Purpose of Contacts: Contacts are typically to give or exchange information, resolve problems, and provide services.

Physical Demands: The employee frequently lifts light objects and uses tools or equipment requiring dexterity. Individual must be able to push, pull, lift and carry items weighing up to 50 pounds. Position involves walking, standing, sitting, kneeling, crawling, bending and climbing repetitively or over a long period of time; and the use of motor skills to manipulate small and fragile objects.

Work Environment: Work is performed indoors and outdoors and requires moderate physical effort in using equipment and moving furniture and other heavy items.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

High School Diploma or equivalent; two (2) years of related experience; equivalent combination of education and experience.